

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2175

TITLE: GRAPHIC ARTIST I

GRADE: S-13

DEFINITION:

Under supervision, to prepare the less complex graphic material for reproduction, and to do related work as required.

TYPICAL TASKS:

Makes drawings, graphs, diagrams and sketches for reports and displays;
Prepares lay outs for covers of manuals, brochures and other documents;
Does lettering and colored work;
Draws illustrative material from statistical data;
Orders paper and supplies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the materials, methods and equipment used in mechanical and freehand drawing and lettering;
Knowledge of varied reproduction processes;
Knowledge of good English and grammar;
Ability to do layout work.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from high school and one year of experience in commercial art work or completion of an accredited course in general art work.

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